MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	Cliff Gronauer	Cathy Reinkemeyer
Gary Lyndaker, Vice-Chair	Diana James	Cindy Renick
Dan Ross	Ryan Lanclos	Steve Siegler
Steve Adams	Jim Lundsted	Alan Spears
Chip Byers	Bob Meinhardt	Debbie Tedeschi
Todd Craig	J. Rick Mihalevich	Mike Wankum
Tim Dwyer	Mike Miller	Chris Wilkerson
Jeff Falter	AJ Probst	Scott Willett

MEMBERS NOT IN ATTENDANCE:

Jon Beck	Stacy Gillmore	Theresa Luebbering	Joanie Schwartze
Harold Burnette	Rob Gourley	Mark Mabe	Tony Spicci
Greg Burris	George Hagedorn	Carl Medley	Mary Willingham
Ralph Caruso	Russell Helm	Paul Monda	Paul Wright
David Crain	Gina Hodge	Amy Niedergerke	Doug Young
Jill Drennen	Don Krueger	Scott Peters	
Steve Earney	Don Lloyd	Ray Pope	
Richard Gerling	Gretchen Lockett	Jon Rickman	

Jim Roggero called the meeting to order at 8:30am.

PRESENTATIONS/DISCUSSION ITEMS
1. Project Management Training Certificates (Dan Ross/Tom Stokes) – The following individuals were presented with the Project Management State Certification Certificates, for their completion of the Project Management Training state certification requirements: Art Luebbering (DPS/MSHP), Charles Stanford (MoDOT), Eric Mercer (DED), Gerald Caussade (DMH), J.B. Cohen (DNR), Jeff Schloss (DNR), Roger Strope (DPS/MSHP), Sherri Paschal (OSCA), Tammie Strein (DSS), Walter Shank (DOLIR), Leonard Hodges (MoDOT).

ACTION ITEMS
1. Approval of the August 31, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the August 31 meeting were presented for approval. With the exception of a typographical error, Scott Willet made a motion to approve the minutes, Steve Adams seconded the motion. The minutes were approved unanimously.

GENERAL BUSINESS
1. CIO Discussion (Dan Ross) –
   ➢ Dan stated the minutes would be out soon naming a Geographic Information Officer who will provide coordination with the GIS effort in the state.
   ➢ Dan reminded everyone that this Thursday Tier Technologies will be holding a seminar on how to use technology to streamline citizen services. The seminar will be held at the Capitol Plaza Hotel, 8:30am-3:00pm.
   ➢ The Service Level Agreements are coming in, and the second meetings are now being held. There are no obstacles at this time. Roger Bisges is in the process of identifying the proper dollars to transfer. Dan thanked Roger for all of his efforts.
   ➢ Dan stated it was doubtful that decision items would be funded out of General Revenue unless submitted with a risk analysis. Dan stressed that decision items need to be completed. He further stated that a program expansion of ten people, that all need PCs, would be considered a department decision item,

> if it is for equipment replacement then it is an ITSD decision item. Right now they are looking at General Revenue requests and trying to reduce the number of decision items.
> ➢ Dan stated the facilitation team met last Friday to work on the second phase of the planning effort, beginning with FY06 strategic planning. Participation was low, so another team was formed to identify 8-12 enterprise-wide priorities. This information is needed to manage the consolidation. Dan stressed we need to turn everything we can into a project. The hope is as projects are successful, project management will be expanded.
> ➢ Dan has received feedback that ITSD is not using appropriate letterhead. The letterhead will be changed as soon as possible.
2. ITAB Chair Items (Jim Roggero)
> ➢ Jim Roggero stated that Jelain Chubb, from the Secretary of State's Office, will make a presentation on records management at the October ITAB meeting.

ITAB COMMITTEE UPDATES
1. Architecture Review Committee Update (Bob Meinhardt) – Bob stated that MoDOT has initiated a request to merge their architectural program with our architectural program. They have resources we can use and Bob felt it would prove to be beneficial. MoDOT saw that we were walking similar paths and didn't want to duplicate efforts. Bob further stated that in looking at what has been done in Project Management, the efforts to create deliverables and artifacts in the architecture should be done underneath Project Management. It was then stated that if we are going to create a standard in a domain, let's do planning and have objectives in mind. Everyone will know there are deliverables, as that will be the end goal of the plan. Bob continued by saying the Architecture Review Committee is reevaluating where they are at and what they are doing.
    ― It was then stated that Chris Wilkerson had requested that electronic signatures be turned over to the Security Domain Committee, and R.D. Porter stated they had drafted an electronic signature for review and comment. The process has been completed. The final draft will be submitted at the next Architecture Review Committee meeting for approval. Bob also submitted online payments to the Interface Domain Committee. Ron Thomas stated they looked at the compliance issue and they feel it is still in compliance. However, they are working with the state to get to 508 compliance. There will be further information coming out of the next meeting. Chris stated he would like to look at it to see if it can accept payments other than credit cards. Bob stated Ron put together a variance request form for when a request is received out on the website.
    ― The Architecture Review Committee reviewed 34 components that were submitted and all were accepted with some modifications. Ron will publish an update document. It was stated they are looking forward to working with MoDOT.
    ― Bob then stated that the Privacy Domain Committee has had weak attendance and has been mainly focused on HIPPA. There are five members currently on the committee and they would like two more agencies to offer a member. Bob stressed that the current members need to attend the meetings.
2. Architecture Technical Committee – No Report.
3. Customer Relations Management Committee Update (David Crain) – The committee will be meeting this Friday.
4. Digital Media Developers Committee (Bobbie Koelling) – No Report.
5. MOTEC Update (Jeff Falter/Laura Mertens) – Jeff stated the charts that went out show the monthly usage down due to a canceled class. September was booked at 100%. The software training contracts have been awarded and the certification training contracts will be awarded in October. The career based training will be going out for bid. Chris Wilkerson then thanked MOTEC for their efforts on the immersion training. They now have 11 participants so the class will take place. There is room for 15 participants, so please consider this, as the cost goes down with a higher enrollment.
6. Personnel Committee (Chris Wilkerson) – No Report.
7. Project Management Standing Committee Update (Paul Wright/Tom Stokes) – The revision of the charter has been completed. The charter will be sent out to ITAB members for review and then approval at the October ITAB meeting.

COLLABORATIVE EFFORTS
1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – Jeff reported that two annual reports were mailed out. The digital media group had no annual report. It was asked if the written report was sufficient of if the group members need to attend and make a report. It was determined that the written report was sufficient.

2. Internet/MOREnet Update (Chip Byers) – Chip stated there were no internet outages in September. All three servers were up and the applications and service ran at 100%. The graph shows the network bandwidth for one month. What is in red indicates a spike. Chip will find out and identify what causes spikes and put that in the future reports. J. Rick Mihalevich stated that higher education was very pleased with MOREnet and the new vendor.
3. Missouri Network Management Steering Committee (Scott Willett) – Scott stated that the efforts around the state fiber continues with the RFP development. There is a need for the VPN connections to come back to the network. They are waiting for the HP Agreement to be signed.
4. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary stated that the PC Prime Vendor and the IT Consulting Services will be done soon. The Prime Vendor should be done in the month of October. The current prices will be effective November 1 and the bids report will be mailed out. Chris Wilkerson thanked Gary and Karen for all the support to his group on the consulting services contract. It was then stated that special projects needs to be expanded. It is nice to have vendors with experience in those areas. The Data Warehousing is a special area that needs expertise also.
5. Technology Services Update (Gail Wekenborg) – Gail stated that the State Data Center Steering Committee met last Thursday and the main topic was the Cost Allocation Plan for FY07. She further stated that it initially looks to be the same as FY06. The new CAP is $9,000 less and the rates should stay the same for FY07. The total dollar amount is $24 million and some change. She stated this was a good level.
6. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – No Report.

OPEN DISCUSSION
1. Active Directory – It was stated that the update team is finished with their report and it will now go to Dan Ross and several others for review. The exchange team will get caught up and then move forward.
2. Web Filtering – This team is made up of departments that are already using web filtering software. The administration will take place at the local level, and it will save about $200,000 a year for the first three years. Smart Filter is the name of the product, and they have a template that will be given to the agencies.
3. Google Search Engine – The search engine has been implemented in 8 agencies that have requested the account and abilities. Anyone who is interested in getting the search engine should contact Chris Mertens.
4. Coop and Cog Effort – Chris Wilkerson stated that disaster recovery has not been addressed as to what happens after the first 36 hours, and what will we be able to do to keep everything going. Coop is the continuity plan and focuses on the business/operations continuity portion. Cog is the continuity of government. Chris stated there is a need to educate agency leadership these are only a part of the whole picture.

REVIEW OF ACTION ITEMS
1. Anyone interested in participating on the Privacy Domain Committee should contact Bob Meinhardt.
2. The Project Management class still has some openings. Contact Tom Stokes or Jim Roggero if interested.
3. Tier Technologies will be holding a seminar on using technology to streamline citizen services at the Capitol Plaza Hotel, 8:30am-3:00pm on September 29.

NEXT MEETING
1. The next ITAB Meeting is scheduled for **Wednesday, October 26, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

MJR/wrk